

DOING BUSINESS WITH SERVISOLUTIONS

Closed File Submission Updates

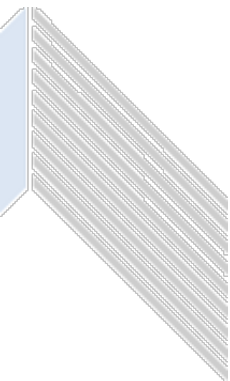
ALABAMA HOUSING FINANCE AUTHORITY



Doing Business w/ServiSolutions

Agenda

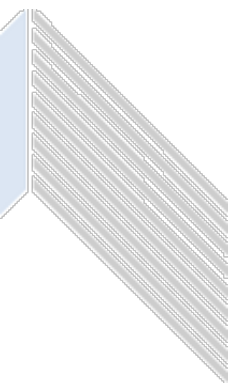
- ❑ Closed file submission updates
- ❑ Final Document updates
- ❑ File submission tips
- ❑ Coming Soon
 - ❑ New Request for Funding Checklist
 - ❑ Coming Lender Online changes



Lender Announcement 5/17/18

□ *Added Conditions:*

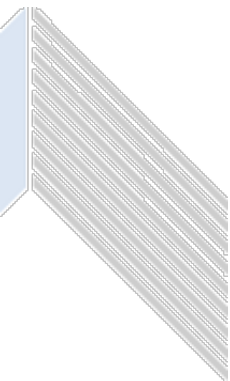
- *Insurer's Closing Protection Letter*
- *Provide verification of activated MI*
- *ATR calculation Analysis and Debt Analysis Worksheet*
- *Fee Details Worksheet with points/fees test results*
- *Copy of Underwriter's Approval*
- *Borrower Credit Score Disclosure*



Lender Announcement 5/17/18

□ Removed Condition-

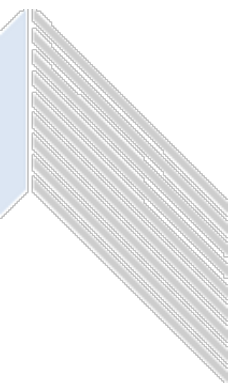
- *Condo Questionnaire (Conventional loans only)*
- *Condo Project Approval, Fannie Mae Form 1076 and 1077*
- *Document listing Tax Payer ID Number for Condo's HOA- effective 9/1/17*
- *Early Default Notification*



Lender Announcement 5/17/18

- Revised *1008 or 92900 LT* condition-
 - ▣ Modified verbiage for *1008* - *(if Condo, must include FNMA Condo Project Classification and CPM #)*

- Revised *Deed of Trust for first mortgage and Deed of Trust for DPA mortgage* conditions-
 - ▣ Modified verbiage to *Certified, executed copy of Deed of Trust* and added *(if e-recorded, provide original)*



North Carolina Lenders

- ❑ No right of Rescissions on any of our loans
- ❑ If the closing date on NC loans is within 14 days of expiration of contract, you do not need to stipe for contract extension
- ❑ If there is no signature line on the Tax Info Worksheet, it doesn't need to be signed. If there is a signature line, it must be signed.
- ❑ Do not require the FHA Identity of Interest Form anymore
- ❑ Legally binding obligation letter/awards letter – only needed on FHA loans
- ❑ PMI needs to be activated, but does not have to be transferred to AHFA
- ❑ We will accept ECOA notice for Fair Lending Notice if the language is consistent
- ❑ **If any of the above conditions that are currently listed as outstanding curative items, email the examiner to remove

North Carolina Lenders

- If the Loan Closing Date and the Loan Disbursement date differ due to The Good Funds Settlement Act, make sure the prepaid interest is calculated from the disbursement date.

COMING SOON

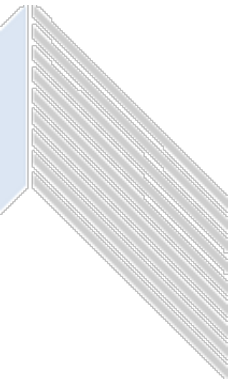
- NC Lenders will be given access to our direct lender portal for suspense conditions to be uploaded directly into the loan record. This will cut down on review time and allow us to better track statuses. To accomplish this, we will be sending out Lender Admin forms to each participating Lender. Each lender will appoint two staff members to grant user access to the employees uploading conditions. Instructions will be sent out to the Admins advising how to set up users, and to the users advising where and how to upload the suspense conditions.

THE NOTE – Things to Remember

- ***The following data must match supporting documentation in the file:***
 - Note Date
 - Property Address
 - Loan Amount – whole dollar loan amount only; no cents
 - Lender Name
 - Interest Rate
 - First Payment Date
 - Maturity Date
 - Principal and Interest
 - Grace Period
 - Late Charges
 - Borrower Signature and Typed Name
- The Name and NMLS ID of the Loan Originating Company and the Loan Originator must be disclosed below the borrower signature lines and/or notary section or where required by state law. NMLS license must be current
- All pages of the Note must be consistent with regards to the borrower initials. The signature page does not require initials given that a complete signature is required.
- Corrective covering (i.e., white out or tape) on the document is not permitted. All corrections must be initialed the borrower(s).

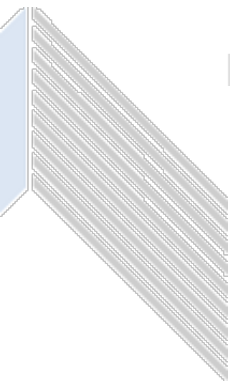
Endorsement of the NOTE

- ❑ **Endorsements must be made Without Recourse**
- ❑ For properties in Alabama
 - ❑ Pay to the order of Alabama Housing Finance Authority
 - Lenders Name (typed)
 - Signature of Authorized Signer (original)
 - Name of Signer (typed)
 - Title of Authorized Signer (typed)
- ❑ For properties in MO, NC, MS
 - ❑ Pay to the order of ServiSolutions, A Department of Alabama Housing Finance Authority
 - Lenders Name (typed)
 - Signature of Authorized Signer (original)
 - Name of Signer (typed)
 - Title of Authorized Signer (typed)



Endorsement of the NOTE

- Loans suspended for a corrected Note endorsement require:
 - ▣ Original Allonge to the Note with endorsement
 - ▣ Letter of authorization to void the incorrect endorsement
- Allonges are acceptable...
 - ▣ At the discretion of AHFA
 - ▣ If it contains the borrowers names as they appear on the Note, property address, closing date, loan amount and proper endorsement signed by the authorized party.
 - ▣ Only if there is not sufficient space on the back of the note for the full endorsement (FHA & VA loans)

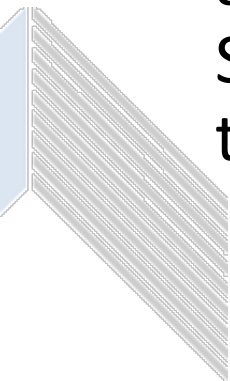


UCD Mandate

- ❑ The following delivery requirements must be met for conventional loans to be eligible for purchase:
- ❑ Files with UCD Findings Reports dated prior to 6/25/18 must be resubmitted
- ❑ A loan's UCD file must be successfully submitted to Fannie Mae.
- ❑ UCD Finding Reports cannot have any FATAL WARNING messages
- ❑ Lenders must submit with the closed file a successful UCD feedback certificate with all pages and edit messages. It must have met Fannie Mae's requirements.
- ❑ The UCD file must be transferred to AHFA PRIOR TO PURCHASE
- ❑ The most recent Closing Disclosure – matching the UCD file submission must be delivered in the closed loan file
- ❑ REMINDER
- ❑ Any changes to the CD after initial UCD upload must be resubmitted to the UCD Portal. The absolute final CD given to the borrower for cure purposes, must match the UCD file. Contact ServiSolutions if this occurs at time of purchase or after purchase.

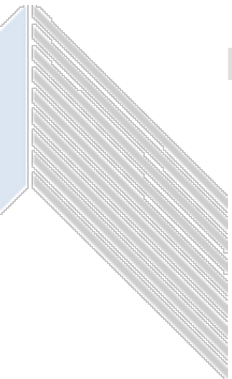
Principal Reduction

- All loans will be purchased at the amortized principal balance
- If a closing cure is required, the balance may be credited back to the borrower, or a check cut to borrower. The cure cannot be shown on CD as a principal reduction. No principal reductions allowed for cures.
- If during the interim servicing a borrower pays additional principal, the funds must be submitted to ServiSolutions by the originating lender or returned to the borrower.



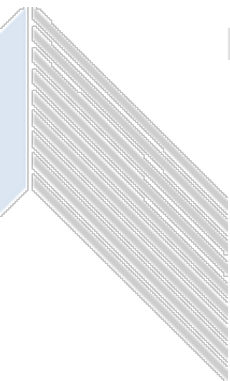
Termite Report/Survey Requirements

- A current termite report must be provided if required by the Underwriter or Appraiser. If evidence of prior infestation treated, need hold harmless letter.
- If a Survey is required:
 - Must be no more than 120 days old
 - If Long form title policy ordered a new survey is required or ALTA 9
 - If a short form title policy is ordered no survey is required
 - **Letters of Intent are no longer accepted**



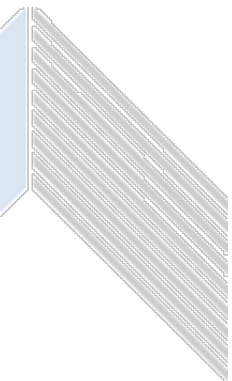
Title Policy

- When ordering the title policy there must be evidence of a short form title policy or a long form title policy with the appropriate endorsements
- Chain of Title
 - Must include dates of transfer, the transferor and transferee
 - Evidence of a 6-month chain of title required for conventional and VA loans
 - Evidence of a minimum of 12-month chain of title for FHA loans
 - If there has been no conveyance – verbiage such as 6-month Chain of Title clear or there have been no documents conveying the land in the past xx months



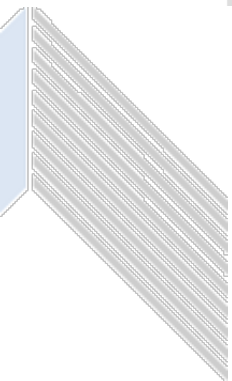
Title Policy

- The named insured should be the “Originating Lender , and its successor and/or assigns”
- Title Insurance may be in the form of
 - An ALTA Short Form Residential Loan Policy
 - An ALTA Residential Loan Policy or its equivalent provided that:
 - The policy is validly issued in the jurisdiction where the property is located
 - Policies on the standard ALTA do not include the creditors rights exclusions language on the 1990 ALTA loan policy
 - In the case of a Short Form Policy
 - Any Addenda thereto only include subordinate liens. Any additional matters AHFA requires a Long Form Policy



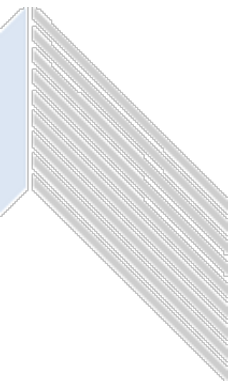
Title Policy

- **Environmental Protection Lien Endorsement**
- Conventional Loan policies must include the ALTA 8.1 or its equivalent
 - May take exception only for those specific state statutes that provide for possible subsequent super liens that could take priority over the mortgage.
- *Not required for government loans.*



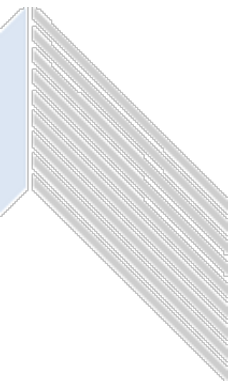
Title Policy

- Unacceptable Title Exceptions
 - Survey exceptions – if surveys are not commonly required in a particular jurisdiction, the Lender should provide an ALTA 9 endorsement, if applicable, a CLTA endorsement 116. A letter on company letterhead from the title company or an endorsement to the commitment stating they will issue a final title policy with no survey exceptions will be required prior to purchase. If the title company will not issue a policy without a survey exception AHFA will not purchase the loan.



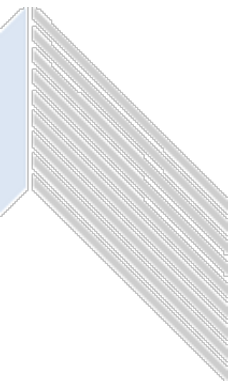
Title Policy

- Unacceptable Title Exceptions
 - Real Estate Tax Exceptions – real estate taxes must be shown as being current. If the tax bill has not been issued, the lender must provide proof the taxes are not delinquent.
 - Cannot contain Life Estate Exception
 - Cannot contain Right of Refusal Exception



Title Policy

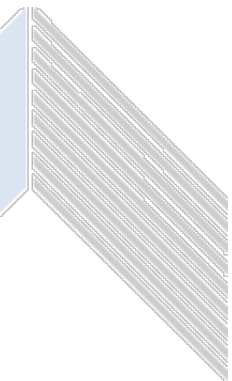
- PUDs and Condos - Policy must insure the mortgage is superior to any lien for unpaid common expense assessments.
 - Policy must insure...
 - Against any impairment or loss of title of the 1st lien caused by past, present or future violations of covenants, conditions or restrictions of the master deed
 - The unit has not encroach on another unit or common areas, elements or facilities
 - The real estate taxes are assessed only against the individual condo unit vs. the project as a whole
 - The owner of the PUD unit is a member of the HOA and that the membership is transferable if the unit is sold



Title Policy

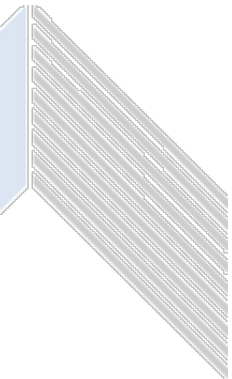
- Leasehold Estates

- An ALTA Leasehold Loan Policy or a CLTA 107.5 endorsement stating that the property improvements are insured in the same manner as the land or its equivalents if required for a mortgage that is subject to a leasehold estate



Disaster Policy

- ❑ Refer to www.fema.gov/disasters
- ❑ Effective for 90 days following the incident
- ❑ AHFA's Disaster Policy applies to properties located in counties where:
 - ❑ FEMA has issued a major disaster declaration
 - ❑ An investor has issued a disaster notification
 - ❑ AHFA has determined that there is risk of damage from a disaster that has not been declared



Disaster Inspections

☐ Conventional Loans

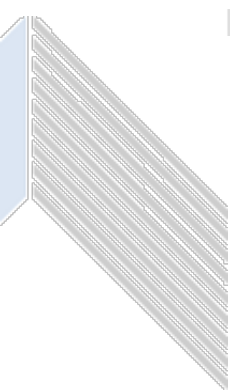
- ☐ Exterior inspection by an appraiser, licensed property inspector or nationally recognized field office
- ☐ Damage must be noted on Form 1004D/442 (Appraisal Update and/or Completion Report)

☐ FHA

- ☐ Damage inspection report required completed by FHA Appraiser even if the inspection shows no damage to the property
- ☐ Report must be dated after the incident end date
- ☐ FHA does not require a specific form for a damage inspection report

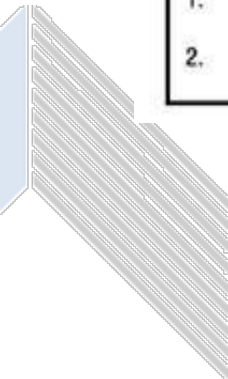
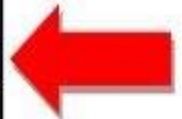
☐ VA

- ☐ Lender & Veteran Disaster Certification form signed by the borrowers and lender is required



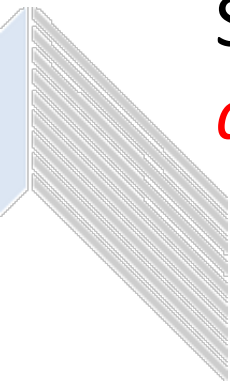
Sample FORM 1004D

<input checked="" type="checkbox"/> SUMMARY APPRAISAL UPDATE REPORT	
INTENDED USE: The intended use of this appraisal update is for the lender/client to evaluate the property that is the subject of this report to determine if the property has declined in value since the date of the original appraisal for a mortgage finance transaction.	
INTENDED USER: The intended user of this appraisal update is the lender/client.	
SCOPE OF WORK: The appraiser must, at a minimum: (1) concur with the original appraisal, (2) perform an exterior inspection of the subject property from at least the street, and (3) research, verify, and analyze current market data in order to determine if the property has declined in value since the effective date of the original appraisal.	
HAS THE MARKET VALUE OF THE SUBJECT PROPERTY DECLINED SINCE THE EFFECTIVE DATE OF THE PRIOR APPRAISAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
APPRAISER'S CERTIFICATION: The appraiser certifies and agrees that: <ol style="list-style-type: none">1. I have, at a minimum, developed and reported this appraisal update in accordance with the scope of work requirements stated in this appraisal update report and concur with the analysis and conclusions in the original appraisal.2. I performed this appraisal update in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal update was prepared.3. I have updated the appraisal by incorporating the original appraisal report.4. I have summarized my analysis and conclusions in this appraisal update and retained all supporting data in my work file.	
SUPERVISORY APPRAISER'S CERTIFICATION: The Supervisory Appraiser certifies and agrees that: <ol style="list-style-type: none">1. I directly supervised the appraiser for this appraisal update assignment, have read the appraisal update report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.2. I accept full responsibility for the contents of this appraisal update report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.	



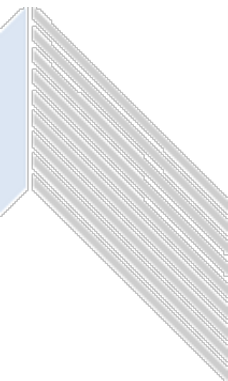
Pre-funding Reviews

- A pre-funding review will be completed on 10% of a lenders files submitted for purchase
- This pre-funding review is a third-party review of the loans' credit worthiness (not a compliance review)
- Curative items requested by the third-party agency, should be emailed to the specified ServiSolutions contact requested the information *all at one time.*



Pre-Funding Reviews

- ❑ MOST COMMON SUSPENDED ITEMS:
 - ❑ 1008 /92900LT not signed by Underwriter
 - ❑ LDP/GSA not run on all parties involved in loan
 - ❑ 92900 A not signed by all parties
 - ❑ Missing the 10 day VVOE
 - ❑ VVOE employer validation documentation not provided
 - ❑ Missing the Credit Score Information Disclosure



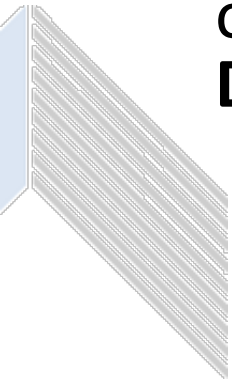
❑ Most Common Suspense Items in funding review

All suspense items must be upload at one time

- ❑ Missing copies of the LE issued for change in circumstance
- ❑ Title Commitments with survey exceptions and no ALTA 9 endorsements or letter of from title company affirming intent to issue a final policy with no survey exceptions
- ❑ All title commitments must be signed by the closing agent
- ❑ Flood zone determination on the flood cert and appraisal not matching
- ❑ Missing evidence of payment of up-front MI premium (FHA Connection)
- ❑ Missing evidence of activation of PMI
- ❑ Missing Name Affidavits
- ❑ Notes are endorsed in blank – incomplete(must have the proper endorsement)

FINAL DOCUMENTS

- ❑ Final documents must be submitted within 120 days of loan closing. Failure to do so may result in penalties
- ❑ Documents
 - ❑ Original recorded 1st mortgage/DOT
 - ❑ Original recoded 2nd mortgage/DOT (if applicable)
 - ❑ Final title policy
 - ❑ MIC/Guaranty
 - ❑ Original MERS assignment
- ❑ Documents must be uploaded **at one time** AND all originals mailed to AHFA/ServiSolutions **Attn: Final Documents**



Common Security Instrument Exceptions

- ❑ All pages of the recorded mortgage not provided (i.e. “Exhibit A” the legal description missing)
- ❑ Riders marked as being executed by the Borrower and recorded but not attached with the security instrument
- ❑ Notary Acknowledgement that does not include ALL BORROWERS that signed the Security Instrument.
- ❑ The Notary’s Expiration Date indicated within the witness and acknowledgement section incorrect.
- ❑ The Borrower and Notary’s execution date is not the same date.
- ❑ The Security Instrument has no evidence of recording.

Ex. 3

2 Borrowers signed
But only one acknowledged
By Notary.

2186000954

[Space Below This Line For Acknowledgment]

STATE OF MISSOURI

COUNTY OF CLINTON

On this 31st day of October 2016, before me personally appeared JASON [REDACTED]
MARRIED PERSON, to me known to be the person(s) described in, and who executed the foregoing instrument, and
acknowledged that he/she/they executed the same as his/her/their free act and deed.

In testimony whereof I have hereunto set my hand and affixed my official seal at my office in said county and state
the day and year last above written.

[REDACTED]
NOTARY PUBLIC-NOTARY SEAL
STATE OF MISSOURI
DEKALB COUNTY
MY APPOINTMENT EXPIRES SEPT. 20, 2020
COMMISSION # 12481965

[REDACTED]
Notary Public [REDACTED]

(Printed Name)

My Commission Expires: 9-20-20

MORTGAGE LOAN ORIGINATOR [REDACTED]
NATIONWIDE MORTGAGE LICENSING SYSTEM AND REGISTRY
MORTGAGE LOAN ORIGATION COMPANY PRIMELENDING, A
NATIONWIDE MORTGAGE LICENSING SYSTEM AND REGISTRY

JA MDA

more parcels and in any order Trustee determines. Trustee may postpone sale of all or any parcel of the Property to any later time on the same date by public announcement at the time and place of any previously scheduled sale. Lender or its designee may purchase the Property at any sale.

Trustee shall deliver to the purchaser Trustee's deed conveying the Property without any covenant or warranty expressed or implied. The recitals in the Trustee's deed shall be prima facie evidence of the truth of the statements made therein. Trustee shall apply the proceeds of the sale in the following order: (a) to all expenses of the sale, including, but not limited to, reasonable Trustee's and attorneys' fees; (b) to all sums secured by this Security Instrument; and (c) any excess to the person or persons legally entitled to it.

23. Release. Upon payment of all sums secured by this Security Instrument, Lender shall release this Security Instrument. Borrower shall pay any recordation costs. Lender may charge Borrower a fee for releasing this Security Instrument, but only if the fee is paid to a third party for services rendered and the charging of the fee is permitted under Applicable Law.


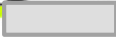


24. Substitute Trustee. Lender, at its option, may from time to time remove Trustee and appoint a successor trustee to any Trustee appointed hereunder by an instrument recorded in the county in which this Security Instrument is recorded. Without conveyance of the Property, the successor trustee shall succeed to all the title, power and duties conferred upon Trustee herein and by Applicable Law.

25. Lease of the Property. Trustee hereby leases the Property to Borrower until this Security Instrument is either satisfied and released or until there is a default under the provisions of this Security Instrument. The Property is leased upon the following terms and conditions: Borrower, and every person claiming an interest in or possessing the Property or any part thereof, shall pay rent during the term of the lease in the amount of one cent per month, payable on demand, and without notice or demand shall and will surrender peaceable possession of the Property to Trustee upon default or to the purchaser of the Property at the foreclosure sale.

26. Homestead Exemption. Borrower hereby waives all homestead exemptions in the Property to which Borrowers would otherwise be entitled under Applicable Law.

27. Notice. Oral agreements or commitments to loan money, extend credit or to forebear from enforcing repayment of debt including promises to extend or renew such debt are not enforceable. To protect you (Borrower(s)) and us (Creditor) from misunderstanding or disappointment, any agreements we reach covering such matters are contained in this writing, which is the complete and exclusive statement of the agreement between us, except as we may later agree in writing to modify it.

BY SIGNING BELOW, Borrower accepts and agrees to the terms and covenants contained in this Security Instrument and in any Rider executed by Borrower and recorded with it.


 - BORROWER JASON 

 M 

DOT dated November 18, 2016

True and
Certified

DEFINITIONS

Words used in multiple sections of this document are defined below and other words are defined in Sections 3, 10, 12, 17, 19 and 21. Certain rules regarding the usage of words used in this document are also provided in Section 15.

(A) "Security Instrument" means this document, which is dated November 18, 2016, together with all Riders to this document.

(B) "Borrower" is [REDACTED] AN UNMARRIED WOMAN. Borrower is the trustor under this Security Instrument.

(C) "Lender" is [REDACTED] organized and existing under the laws of the COMMONWEALTH OF PENNSYLVANIA. Lender's address is 21 [REDACTED]

(D) "Trustee" is [REDACTED]

(E) "MERS" is Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's successors and assigns. MERS is the beneficiary under this Security Instrument. MERS is organized and existing under the laws of Delaware, and has an address and telephone number of P.O. Box 2026, Flint, MI 48501-2026, tel. (888) 679-MERS.

(F) "Note" means the promissory note signed by Borrower and dated November 18, 2016. The Note states that Borrower owes Lender SEVENTY-SIX THOUSAND FOUR HUNDRED EIGHTY-EIGHT and NO/100----Dollars (U.S. \$76,488.00) plus interest. Borrower has promised to pay this debt in regular Periodic Payments and to pay the debt in full not later than December 1, 2046.

(G) "Property" means the property that is described below under the heading "Transfer of Rights in the Property."

Ex. 2

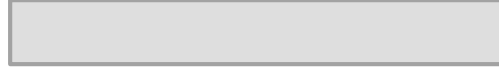
Document signed 11/18/2010

Notary indicated 4/30/2018 (Expiration Date)

Loan No: 1606159200

Data ID: 392

BY SIGNING UNDER SEAL BELOW, Borrower accepts and agrees to the terms and covenants contained in this Security Instrument and in any Rider executed by Borrower and recorded with it.



[Space Below This Line For Acknowledgment]

State of NORTH CAROLINA
County of Forsyth

§
§

I certify that [redacted] personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

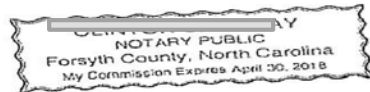
Date:

4/30/18

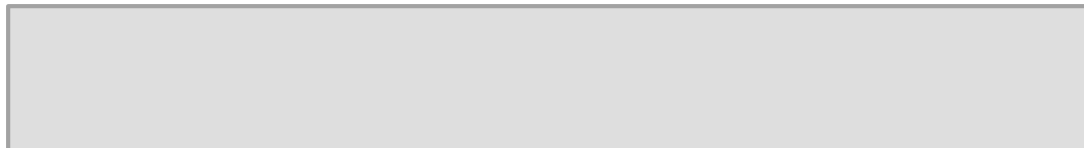
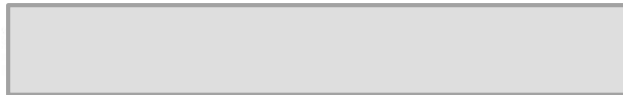
[redacted] lic

Notary's Printed Name

My commission expires: 4/30/18



Notary dated the document April 30, 2018



Ex. 1

Rider marked but not recorded w/ mortgage

(E) "MERS" is Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's successors and assigns. MERS is the beneficiary under this Security Instrument. MERS is organized and existing under the laws of Delaware, and has an address and telephone number of P.O. Box 2026, Flint, MI 48501-2026, tel. (888) 679-MERS.

(F) "Note" means the promissory note signed by Borrower and dated July 25th 2016. The Note states that Borrower owes Lender

ONE HUNDRED TWENTY ONE THOUSAND SEVEN HUNDRED FIFTY FOUR AND NO/100 Dollars (U.S. \$ 121,754.00) plus interest. Borrower has promised to pay this debt in regular Periodic Payments and to pay the debt in full not later than August 1st, 2046

(G) "Property" means the property that is described below under the heading "Transfer of Rights in the Property."

(H) "Loan" means the debt evidenced by the Note, plus interest, any prepayment charges and late charges due under the Note, and all sums due under this Security Instrument, plus interest.

(I) "Riders" means all Riders to this Security Instrument that are executed by Borrower. The following Riders are to be executed by Borrower [check box as applicable]:

☐ Adjustable Rate Rider ☐ Condominium Rider ☐ Planned Unit Development Rider

☒ Other(s) [specify]

☒ Missouri Housing Development Commission Tax Exempt Financing Rider

(J) "Applicable Law" means all controlling applicable federal, state and local statutes, regulations, ordinances and administrative rules and orders (that have the effect of law) as well as all applicable final, non-appealable judicial opinions.

(K) "Community Association Dues, Fees, and Assessments" means all dues, fees, assessments and other charges that are imposed on Borrower or the Property by a condominium association, homeowners association or similar organization.

(L) "Electronic Funds Transfer" means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, which is initiated through an electronic terminal, telephonic instrument, computer, or magnetic tape so as to order, instruct, or authorize a financial institution to debit or credit an account. Such term includes, but is not limited to, point-of-sale transfers, automated teller machine transactions, transfers initiated by telephone, wire transfers, and automated clearinghouse transfers.

(M) "Escrow Items" means those items that are described in Section 3.

(N) "Miscellaneous Proceeds" means any compensation, settlement, award of damages, or proceeds paid by any third party (other than insurance proceeds paid under the coverages described in Section 5) for: (i) damage to, or destruction of, the Property; (ii) condemnation or other taking of all or any part of the Property; (iii) conveyance in lieu of condemnation; or (iv) misrepresentations of, or omissions as to, the value and/or condition of the Property.

(O) "Mortgage Insurance" means insurance protecting Lender against the nonpayment of, or default on, the Loan.

(P) "Periodic Payment" means the regularly scheduled amount due for (i) principal and interest under the Note, plus (ii) any amounts under Section 3 of this Security Instrument.



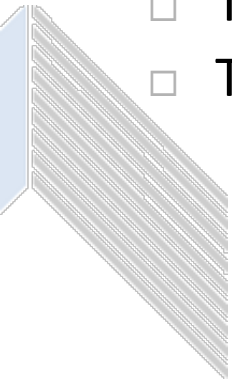
Common Security Instrument Exceptions

- If E-recorded, provide the original executed security instrument along with the E-recorded document.
- **Examples of Exceptions from our Document Custodian pertaining to Security Instruments reviewed:**
 - SI - Riders/Addendums Incomplete/Incorrect
 - SI - Missing Evidence of Recording
 - SI - Notary/Witness Incomplete/Incorrect

Title Policy Exceptions

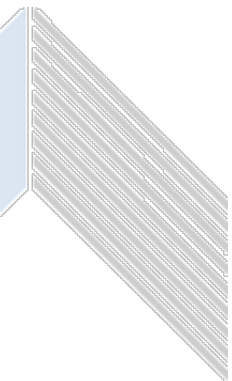
- ❑ FINAL Title Policies without the proper endorsements requiring remediation by the Closing Agents/Lenders
- ❑ *The Jackets/Covers not provided with Loan Policy
- ❑ *The name of Insured to does not included “Its Successors and/or Assigns”

- ❑ Examples of Exceptions from our Document Custodian pertaining to Title Policy reviewed:
 - ❑ TP - Legal Description on Long Form is Missing or Differs
 - ❑ TP - Name of Insured is Missing/Incorrect
 - ❑ TP - Complete Jacket/Cover Missing
 - ❑ TP - Date of Policy is Prior to Recording of the long form title policy



Coming Soon

- Updated Request for Funding Checklist
 - ▣ New stacking order (5 separate checklist)
- Lender Online Changes to match new stacking order



Closed File Upload Changes



A Division of the Alabama Housing Finance Authority

How to Start ?

Please enter your user name and password, then click on the "Login" button.

Notes:

The user name and password fields are **case sensitive**.

If you **forgot** your personal account information please contact your system administrator.

System Login

*User Name

*Password

Login

Powered by
emphasys

Copyright © 1999 - 2017 Emphasys Software. All rights reserved. | [About Lender Online](#)

<https://lenders.ahfa.com>

NEW RESERVATION


AVAILABLE FUNDS

LOAN STATUS

REPORTS

USER ACCOUNTS

ADMINISTRATION

 **Lender: ServiSolutions - A Department of AHFA**

Quick Search

Advanced Search

Option

Reservation No.

Go

12 characters

☒ **Reserved by Lender:**

ServiSolutions - A Department of AHFA ▼

☐ **Lender Loan No:**

☐ **Borrower Name/SSN:**

SSN:

☐ **Co-Borrower Name/SSN:**

SSN:

Go

Put

Loans




































Last Updated on Friday, June 8,

Results for Lender: ServiSolutions - A Department of AHFA

Reset Search

◀ ◀ [Page 1 ▼ of 1] ▶ ▶

Page Size: 50 **Go**

Actions					Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Stage	Status	Date
					H52001088966		FRANKLIN, BEN ***-**-2542				02/04/2015
					899001058990		TEST, SECOND ***-**-1234				01/01/1900
					899001058991		REVIEW, DISCLAIMER ***-**-1212				01/01/1900
					254001071673		SECOND, TEST ***-**-3551		Reservation		02/25/2014
					254001071693		CASE, TEST ***-**-6985		Reservation		02/25/2014
					H52001088751		ROOSEVELT, THEO D ***-**-2523				02/02/2015
					H52001088847		MOUSE, MICKEY ***-**-5425				02/02/2015

NEW RESERVATION

AVAILABLE FUNDS

LOAN STATUS

REPORTS

USER ACCOUNTS

ADMINISTRATION

Lender: ServiSolutions - A Department of AHFA

Quick Search

Reservation No.

254001071693

12 characters

Go

Advanced Search

☐ Reserved by Lender:

☐ Lender Loan No:

☐ Borrower Name/SSN:

SSN:

☐ Co-Borrower Name/SSN:

SSN:

Go

Options



Purge Process

Loans

Last Updated on Friday, June 8, 2018, at 12:45 PM

Results for Reservation No: 254001071693

Reset Search

« [Page 1 of 1] » Page Size: 50 Go Total Records: 1

Actions					Reservation	Lender Loan No.	Borrower Name	Co-Borrower Name	Stage	Status	Date	HFA User
					254001071693		CASE, TEST ***-**-6985		Reservation		02/25/2014	

NEW RESERVATION

AVAILABLE FUNDS

LOAN STATUS

REPORTS

USER ACCOUNTS

ADMINISTRATION

 Lender: ServiSolutions - A Department of AHFA

e-MortgageDocs

 Comments

 Comments

 Printable

 Close

PACKAGES FOR LOAN NO. 254001071693 - CASE, TEST

Reservation Package (#1)

 Add New  Submit


Uploaded Documents (1)

	Actions	Last Date Modified	Initial Submitted Date & Time
 Step 1 Johnson	   	11/17/2017	

Request for Funding Package pkg 3

 Add New  Submit


Uploaded Documents (0)

 No e-Mortgage documents have been uploaded for this package.

Request for Conditional Commitment (#2)

 Add New  Submit


Uploaded Documents (0)

 No e-Mortgage documents have been uploaded for this package.

Final Docs pkg 4

 Add New  Submit

Uploaded Documents (0)

 No e-Mortgage documents have been uploaded for this package.

NEW RESERVATION


AVAILABLE FUNDS

LOAN STATUS

REPORTS

USER ACCOUNTS

ADMINISTRATION

 Lender: ServiSolutions - A Department of AHFA

Loan Status  

* denotes a required field.

To add/modify an eMortgage document fill out the required fields and then click on the "Save" button. If you don't wish to save your changes click on the "Cancel" button.

Notes:

Please make sure that the document that you upload is a valid document. Ex: .pdf, .doc, .xls, .gif, .jpeg, .png, .txt, etc

The 'Login Name' and 'Password' fields are **case sensitive**.

eMortgage Document For Loan No. 254001071693

 Save

 Cancel

* **Package:**

Please [Click Here](#) to upload a document.

* **Select a document name from the predefined list**

or

* **Enter a customized document name.**

Enter additional comments about this document

Updated Checklist

- The loan delivery file will be broken into **5 separate uploads** into the corresponding document name. Click on the dropdown box, at the red arrow above. You will upload applicable sections by these defined groups.
- For your convenience, the updated stacking order funding checklists will be broken into the upload sections matching these groups:
 - Closing Package
 - Color Appraisal/Final Inspection
 - Appraisal Miscellaneous
 - Credit/Application
 - Disclosures
- A sixth container has been created for all suspense conditions. If a loan has pending conditions, the conditions/curative items **in whole**, will be uploaded to: FUNDING SUSPENSE CONDITIONS

Borrower Name: _____

Lending Institution: _____

Contact Person: _____

Email Address: _____

Phone Number: _____

CLOSING PACKAGE - UPLOAD 1 - INCLUDE ALL ITEMS IN THE ORDER BELOW

***UPLOAD TO LENDER ONLINE - REQUEST FOR FUNDING PACKAGE 3 - CLOSING PACKAGE**

- ☐ Closing Package Checklist
- ☐ Payment History
- ☐ Copy of executed Note – **with Addendum if applicable**
*endorsed to Alabama Housing Finance Authority, without recourse
- ☐ Copy of executed Down Payment Assistance Note
*endorsed to Alabama Housing Finance Authority, without recourse
- ☐ Copy of Power of Attorney- **if applicable**
- ☐ Name Affidavit for Borrower- **(Co-Borrower if applicable)**
- ☐ Copy of MIN Summary from MERS for first mortgage
- ☐ Copy of MIN Summary from MERS for DPA mortgage
- ☐ Title Commitment - Short Form (FHA: include 12 mo. chain of title/Conv: include)
- ☐ Insured Closing Protection Letter
- ☐ Certified, executed copy of Deed of Trust for first mortgage with all applicable Riders- **(if e-recorded, provide copy)**
- ☐ Certified, executed copy of Deed of Trust for DPA mortgage with all applicable riders- **(if e-recorded, provide copy)**
- ☐ Master Condo Policy (HO6 Policy AND Certificate of Property Ins.) with policy numbers- Liability Cert. will not be accepted as Master Policy
- ☐ PMI Certificate- **Conventional loans only, LTV 80% +**
- ☐ Provide verification of activated PMI
- ☐ Hazard Insurance Policy **with policy number and expiration date**
- ☐ Life of Loan Flood Certification
- ☐ Flood Policy and/or Wind Policy with policy numbers- **if applicable**
- ☐ Property Tax Certification/Assessment- **must list next estimated amount due, next due date, and Tax Assessor's Parcel ID**
- ☐ Copy of Lender's Payment Breakdown- **should NOT include ServiSolutions information**
- ☐ Copy of Leasehold Agreement- **if applicable**
- ☐ Initial Escrow Account Disclosure Statement
- ☐ Copy of **initial** Closing Disclosure for first mortgage- **must meet TRID date requirements**
- ☐ Copy of **final** Closing Disclosure for first mortgage with executed addendums attached- **must indicate final**
- ☐ Copy of **initial** Closing Disclosure for DPA mortgage- **must meet TRID date requirements**
- ☐ Copy of **final** Closing Disclosure for DPA mortgage- **must indicate final**
- ☐ Fee Details Worksheet with points/fees test results
- ☐ Provide evidence of upfront MIP paid
- ☐ Escrow Closing Instructions
- ☐ UCD Feedback Certificate- **must be successful and transferred to AHFA**

DRAFT

DOCUMENT

COLOR APPRAISAL / FINAL INSPECTION PACKAGE - UPLOAD 2 - INCLUDE ALL ITEMS IN THE ORDER BELOW

***UPLOAD TO LENDER ONLINE - REQUEST FOR FUNDING PACKAGE 3 – COLOR APPRAISAL / FINAL INSPECTION**

- Appraisal with color photos- include all exhibits- must be completely legible and include a copy of the Appraiser's license
- Final Inspection with color photos and evidence of clearance of all appraisal conditions- **if required by appraisal**

APPRAISAL MISCELLANEOUS PACKAGE - UPLOAD 3 - INCLUDE ALL ITEMS IN THE ORDER BELOW

***UPLOAD TO LENDER ONLINE - REQUEST FOR FUNDING PACKAGE 3 - APPRAISAL MISCELLANEOUS**

- Appraisal Miscellaneous Checklist
- Appraiser Certification printed out from the website www.ASC.gov - **Conventional loans only**
- Fannie Mae Appraisal Findings Detail/SSR Report with underwriter's explanation listing CU Risk Score 3.5 or > - **Conv. loans only**
- Copy of CU Analysis for appraised property- **Conventional loans only, required only if risk score is not listed on SSR**
- Electronic Appraisal Delivery results for FHA Connection Appraisal Logging (Success) - **FHA loans only**
- New Construction docs- (must include Certificate of Occupancy with correct home address, Builder's Certificate/Soil Treatment and Warranties signed, Completion of Construction signed, and Direct Endorsement to HUD/FHA signed by direct endorser)
- Conditional Commitment DE Statement of Appraised Value (HUD Form 92800-5B), signed and dated by underwriter- **FHA loans only**
- Form RD 3555-18 - Conditional Commitment- **USDA loans only**
- Termite letter/Wood infestation report- **as required by appraisal or purchase contract**
- Copy of repair escrow documentation and evidence of housing agency approval and final repairs- **if applicable**
- Evidence of NOV (termite certification and Lenders Notice of Value/warranty documentation)- **VA loans only**

DRAFT DOCUMENT

Once all five packages have been uploaded...hit SUBMIT

For All Your Clients' Needs

NEW RESERVATION AVAILABLE FUNDS **LOAN STATUS** REPORTS USER ACCOUNTS ADMINISTRATION

Lender: ServiSolutions - A Department of AHFA

e-MortgageDocs Comments Comments Printable Close

PACKAGES FOR LOAN NO. 254001071673 - SECOND, TEST

Reservation Package (#1) Add New Submit

Uploaded Documents (0)

No e-Mortgage documents have been uploaded for this package.

Request for Conditional Commitment (#2)

Uploaded Documents (0)

No e-Mortgage documents have been uploaded for this package.

Request for Funding Package pkg 3 Add New **Submit**

Uploaded Documents (5)	Actions	Last Date Modified	Initial Submitted Date & Time
A. Closing Package	↑ ↓ ✗	07/11/2018	
B. Color Appraisal/Final Inspection	↑ ↓ ✗	07/11/2018	
C. Appraisal Miscellaneous	↑ ↓ ✗	07/11/2018	
D. Credit / Application	↑ ↓ ✗	07/11/2018	
E. Disclosures	↑ ↓ ✗	07/11/2018	

Final Docs pkg 4

Uploaded Documents (0)

No e-Mortgage documents have been uploaded for this package.

Lenders

**AHFA Loan
Products**

**Become an AHFA
Lender**

Loan Reservations

ServiSolutions

Lender Training

**Lender
Notifications**

**Subscribe for
Lender Updates**

**Lender & Realtor
Spotlights**

[Home](#) | [Lenders](#) | [Lender Notifications](#)

Lender Notifications

2018

- 06.27.18 -- Independence Day Holiday Announcement
- 06.15.18 -- June Lender Update
- 06.07.18 -- Do You Use a Document Vendor? AHFA Wants to Know.
- 06.05.18 -- Appraisal Requirements
- 05.31.18 -- Disaster Policy
- 05.25.18 -- Collateral Document Standards and Guidelines for Original Notes and Title Insurance Policies
- 05.15.18 -- Step Up Interest Rate Change
- 05.15.18 -- May Lender Update
- 05.09.18 -- AHFA's Imaging Requirements for Document Upload
- 05.07.18 -- AHFA Contacts to Know
- 04.30.18 -- New Sales Price Limits for Mortgage Credit Certificate Program Effective May 1
- 04.24.18 -- Reminder of MERS Transfer Requirement
- 04.23.18 -- Conventional HFA Preferred Variance Extended
- 04.16.18 -- April Lender Update
- 03.30.18 -- March Lender Update
- 03.30.18 -- Reminders & Tips About Final Documentation
- 03.30.18 -- Update on the Uniform Closing Dataset (UCD) Mandate
- 02.27.18 -- Update on 4% IPC Variance for HFA Preferred Product
- 02.27.18 -- Announcing Revisions to the Step Up Transmittal Checklist (Step 2)
- 02.21.18 -- Document Custodian Announces Changes
- 02.16.18 -- February Lender Update
- 01.20.18 -- Step Up Interest Rate Change

Contact Us Information

- Lisa Treece- SF Operations Manager
 - ltreece@ahfa.com
- Candi Clapp –Funding Supervisor
 - cclapp@ahfa.com
- Renee Dotson- Delivery Supervisor
 - rdotson@ahfa.com
- **Carrie Hamaker – SF Administrator**
 - chamaker@ahfa.com (available for any issues not resolved with the Ops. Manager or Supervisors)